

HOLIDAY ELIGIBILITY CHART *(revised 11-14-2017)*

GROUP #1: Holiday Eligibility and Pay for Policy Covered (99), CX, DX, HX, K8, NX, PA, RX, and TX Employees

Employee Category*	Monthly Paid	Bi-Weekly Paid	Eligibility Examples for the Thanksgiving and December Holidays in 2017	Example Calculations of Eligibility
Full Time Exempt	Eligibility: Must be on pay status** during the week in which the holiday occurs. Pay: Receives full holiday pay.	N/A	Must be on pay status** the weeks of November 20 and December 25.	N/A
Full Time Non-Exempt	N/A	Eligibility: Must be on pay status** on their last scheduled workday before the holiday and on their first scheduled workday following the holiday. Pay: Receives full holiday pay.	<u>Thanksgiving 2017:</u> Must be on pay status** Wednesday, November 22 and Monday, November 27 (unless their regularly scheduled work days are different). <u>December 2017 Holidays:</u> Must be on pay status** Friday, December 22, Wednesday and Thursday, December 27 and 28, and Tuesday January 2 (unless their regularly scheduled work days are different).	N/A
Part Time Exempt (fixed or variable)	Eligibility: Must be on pay status** during the week in which the holiday occurs. Pay: Receives holiday pay for the number of hours in proportion to the percentage of their appointment during the month in which the holiday occurs, rounded to nearest full hour increments.	N/A	Must be on pay status** the weeks of November 20 and December 25.	An 80% exempt employee is eligible for 6 hours of holiday pay for each holiday (8 hour day x 80% = 6.4 hours, rounded to the nearest full hour = 6 hours).
Part Time Non-Exempt (fixed or variable)	N/A	Eligibility: Must be on pay status** 50% time or more of the QWC,** defined as the two BW pay periods preceding the pay period in which the holiday occurs (EXCLUDING holiday hours). Pay: Receives holiday pay (rounded to nearest full hour increments) for the number of hours in proportion to the percentage of time they are on pay status during the two BW pay periods immediately preceding the BW pay period in which the holiday occurs (EXCLUDING holiday hours).	<u>Thanksgiving 2017:</u> Must be on pay status** at least 50% during the BW pay periods from October 22 - November 18. <u>December 2017 Holidays:</u> Must be on pay status** at least 50% during the BW pay periods from November 19 - December 16.	<u>Thanksgiving 2017</u> - For the November 23 and 24 holidays - the October 22 - November 18 QWC = 160 hours, minus 8 holiday hours for Veterans Day = 152 hours on pay status. 50% of 152 hours = 76 hours (minimum hours on pay status to be eligible). <u>December 2017 Holidays</u> - For the December 25, 26, and 29 holidays – the November 19 - December 16 QWC = 160 hours, minus 16 holiday hours for Thanksgiving = 144 hours on pay status. 50% of 144 hours = 72 hours (minimum hours on pay status to be eligible). <u>January 1, 2018 Holiday</u> – The December 3 – December 30 QWC = 160, minus 24 holiday hours for Christmas Eve, Christmas, and New Year’s Eve = 136 hours on pay status. 50% of 136 = 68 hours (minimum on pay status to be eligible). Please refer to the Biweekly Holiday Pay Earnings Table to determine hours earned: http://www.hr.ucsb.edu/current-employees/managing-my-time-attendance .

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GROUP #2: Holiday Eligibility and Pay for EX and SX Employees

Employee Category*	Monthly Paid	Bi-Weekly Paid	Eligibility Examples for the Thanksgiving and December Holidays in 2017	Example Calculations of Eligibility
Full Time Non-Exempt	N/A	<p>Eligibility: Must be on pay status** on their last scheduled workday before the holiday and on their first scheduled workday following the holiday.</p> <p>Pay: Receives full holiday pay.</p>	<p><u>Thanksgiving 2017</u>: Must be on pay status** Wednesday, November 22 and Monday, November 27 (unless their regularly scheduled work days are different).</p> <p><u>December 2017 Holidays</u>: Must be on pay status** Friday, December 22, and Wednesday, December 27 (unless their regularly scheduled work days are different).</p>	N/A
Part Time Non-Exempt (fixed or variable)	N/A	<p>Eligibility: Must be on pay status** 50% time or more of the QWC,*** defined as the BW pay period immediately preceding the pay period in which the holiday occurs (EXCLUDING holiday hours) plus the BW pay period in which the holiday falls (EXCLUDING holiday hours).</p> <p>Pay: Receives holiday pay for the number of hours in proportion to the percentage of time they are on pay status during the QWC in which the holiday occurs, rounded to nearest full hour increments.</p>	<p><u>Thanksgiving 2017</u>: Must be on pay status** at least 50% during the BW pay periods from November 5 – December 2.</p> <p><u>December 2017 Holidays</u>: Must be on pay status** at least 50% during the BW pay periods from December 3 - December 30.</p>	<p><u>Thanksgiving 2017</u> - For the November 23 and 24 holidays - the November 5 - December 2 QWC = 160 hours, minus 24 holiday hours for Veterans Day and Thanksgiving = 136 hours on pay status. 50% of 136 hours = 68 hours (minimum hours on pay status to be eligible).</p> <p><u>December 2017 Holidays</u> - For the December 25, 26, and 29 holidays – the December 3 - 30 QWC = 160 hours, minus 24 holiday hours for Christmas Eve, Christmas day and New Year's Eve = 136 hours on pay status. 50% of 136 hours = 68 hours (minimum hours on pay status to be eligible).</p> <p><u>January 1, 2018 Holiday</u> – The December 17 – January 13 QWC = 160, minus 32 holiday hours for Christmas Eve, Christmas, New Year's Eve and New Year's Day = 128 hours on pay status. 50% of 128 = 64 hours (minimum on pay status to be eligible).</p>

NOTE: Holiday eligibility and compensation for a holiday are two separate issues. First determine if an employee is eligible to receive holiday pay, then determine the number of holiday hours to pay based on the instructions in the chart above.

- ERIT – employees on ERIT on the day of a holiday would be considered “part-time” employees for the purposes of determining eligibility and pay for that holiday.
- LNS – employees on LNS on the day of a holiday would only be eligible for pay if their LOA was approved and less than the time period specified in the contract or policy.

*Applies to Career, Partial-Year Career, Limited, and Casual/Restricted Employees.

**Pay Status, for the purposes of Holiday Pay eligibility, generally includes time on vacation leave, sick leave, or approved leave (if less than the time period specified in the contract or policy).

***Please note that the definition of the Quadriweekly cycle (QWC) is different between the two sets of employee groups above:

- For 99, CX, DX, HX, K8, NX, PA, RX and TX – the QWC is defined as the two BW pay periods preceding the pay period in which the holiday occurs (EXCLUDING holiday hours).
- For EX and SX – the QWC is defined as the BW pay period preceding the pay period in which the holiday occurs, plus the BW pay period in which the holiday falls (EXCLUDING holiday hours).

✓ This chart is meant to generally summarize the holiday eligibility and compensation rules for each employee group. Please refer to the PPSM policies or applicable bargaining unit policies for more complete information. Please note that the holiday pay language in both PPSM Absence from Work 2.210 and the CX contract, article 9 Holidays, have not been updated to reflect the more recent information contained in this chart.

☎ Questions? Please contact Human Resources/Compensation at extension 4068.